



**South Dakota My Portfolio System
Fall 2009 Training & Webinar Schedule**

2009-10

CareerCruising

The Complete Guidance System

Table of Contents

In-Person Training.....	1
Webinar Training.....	3
My Portfolio: Review / Refresher	3
My Portfolio: Student Perspective.....	4
My Portfolio: School Administration System	4
My Portfolio: Personal Learning Plan (PLP)	5
My Portfolio: Parent Portal.....	5
Test Prep for ACT: Student Perspective	6
Test Prep for ACT: Administrator Perspective	6

In-Person Training

To familiarize South Dakota educators with new South Dakota My Portfolio System features and to provide new users with basic knowledge of the system, half-day in-person training sessions are offered at various locations across the state starting September 25th. All sessions are offered at no cost to schools.

These hands-on, interactive sessions will take place in computer labs, providing participants with an opportunity to work with the program and to ask questions.

Each half-day session will run for three hours. The morning sessions run from 9:00 AM to 12:00 PM and afternoon sessions run from 1:00 PM to 4:00 PM.

There are two types of sessions: Basic Sessions and Advanced Sessions

1) BASIC SESSION

Who should attend:

- Counselors, advisors, teachers, and administrators who have not participated in any South Dakota My Portfolio System training last year, but who will be reviewing and monitoring student progress towards the completion of their My Portfolios.
- Other faculty and administrative staff who will be helping students with career exploration and planning.

What will be covered:

- How to access My Portfolio
- Introduction to the My Portfolio layout and components
- Using the Career Matchmaker interest assessment tool
- Career and education exploration tools
- Overview of the Portfolio Completion Standards
- Introduction to the administrative and reporting components, including how to retrieve students' My Portfolio access and how to run aggregate reports
- Accessing the Helpful Documents section, and using the activities and lesson plans with students

2) ADVANCED SESSION

Who should attend:

- Counselors, advisors, teachers, and administrators who have participated in either an in-person training or a webinar on the South Dakota My Portfolio System last year.
- Other faculty who received training on the My Portfolio System and have used the program with students.

What will be covered:

- Using the Personal Learning Plan (PLP) and uploading school specific courses into the PLP
- How to access and administer the Ability Profiler (SDCAP)
- How to access the Parent Portal
- Updates on new SD My Portfolio System features
- Best practices discussion

Please click on the registration link directly below for available session dates, times, and locations. To register for a session, scroll down to the bottom of the description page, click on the Register Now button, and follow the instructions provided.

<http://www.careercruising.com/public/register/SDTrainingRegistration.aspx>

Additional instructions on how to REGISTER for available My Portfolio in-person trainings:

1. Click on the registration link provided (above). Scroll down the page and click on the blue "Register Now!" button and follow the on-screen instructions. Please be sure to register at least two business days in advance. Space is limited so please register as early as possible to ensure your spot.
2. Upon successful registration, you will receive an email confirmation of your registration with further training session details, including the exact address of the session.
3. If you do not receive confirmation within one business day of registering, please contact Career Cruising Client Support at 1-800-965-8541 ext.137 or SDsupport@careercruising.com. **PLEASE NOTE: We will not be able to provide confirmation assistance on the day of the training (or just prior). Please verify all details in advance.**

Webinar Training

To supplement the in-person training sessions, seven types of topic-specific My Portfolio webinars are offered at various dates and times.

You can participate in these webinars from virtually any location in South Dakota or world-wide! All that you need is a bit of available time, a connection to the Internet (56kbps connection or better) and a separate telephone line for audio.

Seven different sets of web-based training sessions are offered, covering specific topics to provide an alternative to the in-person training sessions and more in-depth information on selected features.

The seven types of webinars are:

1. My Portfolio: Review/Refresher (Advanced)
2. My Portfolio: Student Perspective (Basic)
3. My Portfolio: School Administration System (Basic)
4. My Portfolio: Personal Learning Plan (PLP) (Advanced)
5. My Portfolio: Parent Portal (Advanced)
6. Test Prep for ACT: Student Perspective (Advanced)
7. Test Prep for ACT: Administrator Perspective (Advanced)

Similar to the in-person training sessions, **Basic** sessions are designed for users who have not received prior training on the South Dakota My Portfolio System and **Advanced** sessions are for users who have previous experience with the program.

All webinar sessions are live and include time for questions and answers.

Please register for the session(s) that best fit your and your school's needs by clicking on the registration link(s) below the corresponding session description(s).

1) MY PORTFOLIO: REVIEW/REFRESHER – STUDENT PERSPECTIVE & SCHOOL ADMINISTRATION SYSTEM (Advanced)

This 90-minute My Portfolio webinar is ideally suited for educators who have previously worked with or are familiar with the South Dakota My Portfolio System. This refresher session will offer a My Portfolio review with 40 minutes dedicated to the student perspective, 40 minutes dedicated to the School My Portfolio Administration, and 10 minutes for a questions and answers.

To register, click on the link below the session that best fits your schedule:

Tuesday, September 29th 3:00-4:30pm CT
<https://www2.gotomeeting.com/register/983939779>

Wednesday, October 28th 10:00-11:30am CT
<https://www2.gotomeeting.com/register/608054563>
Thursday, November 5th 1:00-2:30pm CT
<https://www2.gotomeeting.com/register/717916554>
Monday, November 9th 12:00-1:30pm CT
<https://www2.gotomeeting.com/register/551646418>
Monday, November 23rd 4:00-5:30pm CT
<https://www2.gotomeeting.com/register/425967467>

2) MY PORTFOLIO: STUDENT PERSPECTIVE (Basic)

This 60-minute My Portfolio webinar will be dedicated to the student's perspective of the South Dakota My Portfolio System. Topics to be covered include:

- How to access My Portfolio
- Key components of the SD My Portfolio System, including using the Career Matchmaker interest assessment to help students identify careers of interest
- How My Portfolio interlinks with the career and school exploration components in Career Cruising
- Career profiles and the new Military Careers section
- Student access to the PLP and ACT test preparation program
- My Portfolio Completion Standards by grade level
- How to help students understand the relevance and practice of developing their portfolios

To register, click on the link below the session that best fits your schedule:

Thursday, October 29th 4:00-5:00pm CT
<https://www2.gotomeeting.com/register/630314690>
Monday, November 2nd 9:00-10:am CT
<https://www2.gotomeeting.com/register/735338747>
Tuesday, November 17th 12:00-1:00pm CT
<https://www2.gotomeeting.com/register/356003306>
Wednesday, November 18th 3:00-4:00pm
<https://www2.gotomeeting.com/register/256144619>

3) MY PORTFOLIO: SCHOOL ADMINISTRATION SYSTEM (Basic)

This 60-minute My Portfolio webinar will be dedicated to the School Administration System. Topics to be covered include:

- How to locate student information, including usernames and passwords for individual student My Portfolios
- How to view students' portfolios and resumes

- How to send individual or group messages to students
- Aggregate reports and tracking student Portfolio Completion
- How to create and manage Parent Portal access
- Review & Revise functions and the annual My Portfolio review
- How to set up additional access to the School Administration System for counselors and teachers at your school; and how to assign students to these advisors
- How to edit and manage high school courses in the PLP
- Where to find classroom activities and other support materials

To register, click on the link below the session that best fits your schedule:

Thursday, October 29th 10:00-11:00am CT

<https://www2.gotomeeting.com/register/948950914>

Monday, November 2nd 3:00-4:00pm CT

<https://www2.gotomeeting.com/register/849476579>

Wednesday, November 18th 12:00-1:00pm CT

<https://www2.gotomeeting.com/register/602130946>

Tuesday, November 24th 9:00-10:00am CT

<https://www2.gotomeeting.com/register/476338394>

4) MY PORTFOLIO: PERSONAL LEARNING PLAN (PLP) (Advanced)

This 30-minute webinar focuses specifically on the Personal Learning Plan (PLP). The session will provide an overview of the PLP from the student's perspective, including both the Secondary Education Plan and the Post-Secondary Education Plan. Accompanying administrative features will also be discussed.

To register, click on the link below the session that best fits your schedule:

Thursday, October 1st 11:00-11:30am CT

<https://www2.gotomeeting.com/register/334631610>

Wednesday, October 28th 2:00-2:30pm CT

<https://www2.gotomeeting.com/register/737160003>

Thursday, November 5th 9:00-9:30am CT

<https://www2.gotomeeting.com/register/712113875>

Monday, November 9th 4:00-4:30pm CT

<https://www2.gotomeeting.com/register/221498939>

5) MY PORTFOLIO: PARENT PORTAL (Advanced)

The Parent Portal is a new addition to the South Dakota My Portfolio System this year. This 30-minute webinar will provide an introduction to the Parent Portal and cover how educators can manage parent accounts.

To register, click on the link below the session that best fits your schedule:

Thursday, October 1st 10:00-10:30am CT

<https://www2.gotomeeting.com/register/676429659>

Wednesday, October 28th 1:00-1:30pm CT

<https://www2.gotomeeting.com/register/486723859>

Thursday, November 5th 4:00-4:30pm CT

<https://www2.gotomeeting.com/register/364314786>

Monday, November 9th 3:00-3:30pm CT

<https://www2.gotomeeting.com/register/983376035>

6) TEST PREP FOR ACT: STUDENT PERSPECTIVE (Advanced)

This 60-minute webinar will cover the use of the Online StudyGuide for the ACT from the student's perspective. Topics to be covered include:

- How to access the Online StudyGuide from the student My Portfolio
- Review the structure of the ACT
- Work through the 5 Steps of the Online StudyGuide program
- Learn how to extend the program beyond the computer

To register, click on the link below the session that best fits your schedule:

Wednesday, September 30th 10:00-11:00am CT

<https://www2.gotomeeting.com/register/826656394>

Friday, October 2nd 10:00-11:00am CT

<https://www2.gotomeeting.com/register/465582690>

Wednesday, October 7th 3:00-4:00pm CT

<https://www2.gotomeeting.com/register/688198626>

Friday, October 9th 3:00-4:00pm CT

<https://www2.gotomeeting.com/register/470371827>

7) TEST PREP FOR ACT: ADMINISTRATOR PERSPECTIVE (Advanced)

This 60-minute webinar will focus on the teacher/administrator perspective of the Online StudyGuide for the ACT. Topics to be covered include:

- How to track student progress
- How to run reports
- Support tools available
- Best practices from across the country
- How to implement a successful program at your school

To register, click on the link below the session that best fits your schedule:

Wednesday, September 30th 3:00-4:00pm CT
<https://www2.gotomeeting.com/register/527019386>

Friday, October 2nd 3:00-4:00pm CT
<https://www2.gotomeeting.com/register/426327178>

Wednesday, October 7th 10:00-11:00am CT
<https://www2.gotomeeting.com/register/173058507>

Friday, October 9th 10:00-11:00am CT
<https://www2.gotomeeting.com/register/294244907>

Additional instructions on how to REGISTER for available My Portfolio webinar trainings:

1. Register for the webinar session(s) at least two business days in advance by clicking on the link(s) below the corresponding session(s).
2. Upon successful registration, you will receive an email confirmation of your registration that includes the necessary web link and telephone number to join the webinar. **DO NOT DELETE THIS EMAIL..** You will need the information in this email to join the webinar.
3. If you do not receive confirmation immediately upon registering, please contact Career Cruising Client Support at 1-800-965-8541 ext.137 or SDsupport@careercruising.com. **PLEASE NOTE: We will not be able to provide confirmation assistance on the day of the training (or just prior). Please verify all details at least 24 hours before your session.**
4. We recommend that you try the webinar link one day prior to your actual webinar session to ensure that you have all of the program capabilities. When you click on the link, you will be requested to run a short installation application. Click "OK" to install.
5. To join the webinar, you will need a connection to the Internet (56kbps connection or better) and a separate telephone line next to your computer for audio. Audio will be provided through our toll-free conference line at 1-866-951-1151.

System Requirements:

PC users: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista
Macintosh® users: Mac OS® X 10.4 (Tiger®) or newer